



CITY OF DURHAM | NORTH CAROLINA

To: Mayor and Members of the Durham City Council

From: D. Ann Gray, City Clerk

Date: February 22, 2012

Subject: Amendment to Procedures for Appointing Citizens to Boards, Committees and Commissions

Executive Summary

The City Council Procedures Committee met in September 2010 and recommended that the City Clerk notify the chair of the board in writing regarding a board member's lack of attendance. Further, when the subsequent attendance report submitted to Council shows that same member of the board has not complied with the attendance policy then the City Clerk shall administratively notify the board member in writing that such member has been removed from the board.

Recommendation

The City Attorney's Office advises that the City Council Procedures Committee recommendation described above be implemented by amending the "Procedures for Appointing Citizens to Boards, Committees and Commissions" by adding a new section 22 and renumbering the previous section 22 and the sections that follow.

"22. When an attendance report submitted to Council shows that a member of a board has not complied with the attendance policy, the City Clerk shall notify the chair of the board in writing regarding the member's lack of attendance. Further, when the subsequent attendance report submitted to Council shows that same member of the board has not complied with the attendance policy, the City Clerk shall notify the board member in writing that such member has been removed from the board."

Attachment

Proposed amendment adding new section to Procedures for Appointing Citizens to Boards, Committees & Commissions